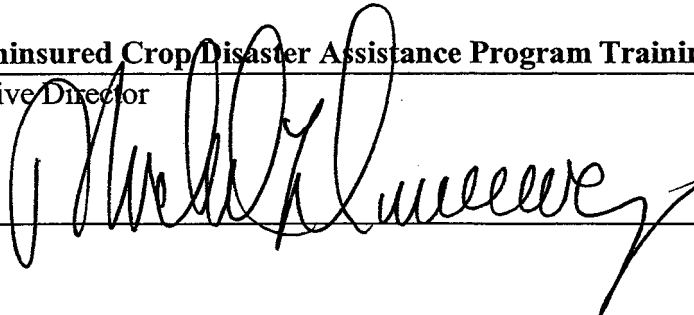


For: All STO Employees

2003 Noninsured Crop Disaster Assistance Program Training

Approved by: State Executive Director



1 Overview

A Background

The State Executive Director (SED) is to ensure that State and County Office employees administer the NAP Program according to the established regulations and procedures governing the program. SED shall ensure that employees are thoroughly trained, understand the intent of NAP, and are alert to possible abuses of the NAP Program.

The SED is to provide adequate training to County Office employees to ensure that policy and procedures are administered uniformly within the State and in accordance with NAP guidelines.

B Purpose

The purposes of this notice are to:

- inform Counties that there will be four regional 2003 NAP training meetings for FSA employees
- provide the scheduled dates of the training
- provide the time and place of training
- provide an agenda
- authorize attendance.

Disposal Date	Distribution
December 31, 2003	FSA Offices
05-07-03	

2 Training Details

A Personnel to Attend

District Directors, COR's, CED's, and Program Technicians responsible for NAP are authorized to attend.

Additional personnel who wish to attend the training should contact their immediate supervisor. Supervisors are encouraged to make every effort to approve requests. If unable to approve, the supervisor will provide the employee with the reasons for non-approval. Supervisors should contact their District Director with any questions.

Attendees should bring Handbook 1-NAP (Rev. 1). Counties in a compressed work schedule shall follow Handbook 17-PM if the scheduled meeting falls on a nonworkday. Travel is authorized according to the FSA/FAS Travel Policy and Procedure Manual. Pool travel, when possible. Due to budgetary constraints, personnel requesting overnight lodging must have District Director concurrence. Personnel staying overnight are responsible for making their own lodging arrangements.

Persons with disabilities who require accommodations to attend or participate in this meeting should contact Miriam Morehead at phone 501-301-3015, Federal Relay Service at 1-800-877-8339, or e-mail at Miriam.morehead@ar.usda.gov as soon as possible.

B Training Schedule

Training meetings will be held in locations specified in subparagraph C. The sessions will begin at 9:30 a.m. and conclude about 3:30 p.m.

C Training Locations and Dates

The training meeting will be held at the following locations on the dates shown.

2 Training Details

C Training Locations and Dates (Continued)

Date and Place	Counties Attending	
May 19, 2003 Jonesboro, Arkansas George W. Jackson Service Center 2920 McClellan Drive, Room 1112 Jonesboro, AR 72403 (Turn West off Caraway Road onto Highland Drive, South onto Brown's Lane, Service Center on left across from Barton Lumber Company)	Clay Cleburne Craighead Crittenden Cross Fulton Greene Independence Izard Jackson	Lawrence Lee Mississippi Poinsett Randolph St. Francis Sharp Stone White Woodruff
May 20, 2003 Pine Bluff, Arkansas UAPB – 1890 Extension Complex Pine Bluff, AR 71601 (University officials have requested that participants park vehicles in the football stadium parking lot ONLY)	Arkansas Ashley Bradley/Calhoun Chicot Dallas/Cleveland Desha Drew	Jefferson Lincoln Lonoke Monroe Phillips Prairie Pulaski
May 21, 2003 Arkadelphia, Arkansas Farm Bureau Building 2702 Caddo Street Arkadelphia, AR 71923	Clark Garland/Montgomery Hempstead/Nevada Hot Spring Howard/Pike Lafayette/Columbia	Little River Miller Ouachita/Union Polk Saline/Grant Sevier
May 22, 2003 Russellville, Arkansas National Guard Armory Airport Road Russellville, AR 72802	Baxter/Marion Benton Boone/Newton Carroll Conway Faulkner/Perry Franklin Johnson	Logan Madison Pope Searcy Sebastian/Crawford/Scott Van Buren Washington Yell

AR Notice PM-461

A G E N D A
2003 Noninsured Crop Disaster Assistance Training

May 19-22, 2003

Introduction and Purpose	District Director
Sequence Guide for NAP Processing - 1-NAP (Rev. 1) AR Exhibit 2	Tony Franco
Application for Coverage & Software (CCC-471).....	Tony Franco
Units	Tony Franco
Approved Yields (CCC-452 Manual).....	Tony Franco
Acreage Certifications	Tony Franco
Notice of Loss & Software (CCC-576).....	Clay Medford
County Office Responsibilities - 1-NAP (Rev. 1) AR Exhibit 1	Clay Medford
Application for Payment - Yield Based Crops Policy & Software.....	Clay Medford
Yield Based Crops Entitlement Report.....	Clay Medford
Application for Payment - Grazing/Forage Policy & Software.....	Tony Franco
Grazing/Forage Entitlement Reports.....	Tony Franco
Application for Payment - Value Loss Crops.....	Tony Franco
Value Loss Crops Entitlement Report.....	Tony Franco
NAP Reconciliation Report.....	Clay Medford
NAP Payments.....	Clay Medford
NAP Payment Corrections	Clay Medford
Loss Adjuster Vouchers.....	Clay Medford